USDA PRIVACY IMPACT ASSESSMENT FORM

Project Name:
<u>Workforce Planning - Windows XP version (WFP)</u> – an application in the Conservation Program Delivery IT Investment

Description of Your Program/Project:

The mission of the Natural Resources Conservation Service (NRCS) is to provide leadership in a partnership effort to help people conserve, maintain, and improve the nation's natural resources and environment. NRCS assists owners of America's private land with conserving their soil, water, and other natural resources. NRCS delivers technical assistance based on sound science and suited to a customer's specific needs.

The WFP IT business applications support the conservation planning core mission of NRCS. The WFP includes business applications that provide support for development and delivery of conservation programs, analyzing and reporting progress, and management applications.

The nature of the NRCS operational environment is a widely distributed operational environment – NRCS provided services in over 3000 offices throughout the US, Caribbean a Pacific Basin – and the complexity of managing natural resource information creates expensive and challenging problems for IT. Unlike more traditional business sectors such as banking or marketing, many of the natural resource business processes have never been automated. The science is often complex and is not well understood. There are considerable differences in the implementation of similar business processes for state to state and office to office. There are few commercially available automated business applications. Application development involves integration of underlying COTS framework software and extensive customization.

The 2002 Farm Bill is changing the way NRCS IT products are developed, managed, delivered, and consumed. In the past the primary users of IT were NRCS employees and to a limited extend conservation districts. The Farm Bill authorized USDA to use Technical Service Providers (TSPs). This authorization is creating a new industry of certified professionals (TSPs) from the private sector, non-profit organizations, and public agencies to provide direct technical assistance and deliver conservation services authorized in the $3.0 billion in conservation assistance. Technical assistance includes conservation planning and design, layout, installation, and evaluation of approved conservation practices. To be successful and meet the increased demand for providing technical assistance, TSPs like NRCS field offices, will need access to NRCS data and automated conservation planning tools. They will use geospatial technologies like Geographic Information Systems (GIS) and Global Positioning Systems (GPS) to gain efficiencies in planning and installing conservation practices.

DATA IN THE SYSTEM

1. Generally describe the information to be used in the system in each of the following categories: Customer, Employee, and Other.	*Customer: NA.* *Employees: NRCS Managers/HR Specialists will use the data to get statistical data in regards to the demographics of the agency.* *Other: NA*
2a. What are the sources of the information in the system?	*Employees: The data is retrieved from USDA NFC.*
2b. What USDA files and databases are used? What is the source agency?	*USDA National Finance Center – personnel data.*
2c. What Federal Agencies are providing data for use in the system?	*USDA – Natural Resources Conservation Service*
2d. What State and Local Agencies are providing data for use in the system?	*N/A*
2e. From what other third party sources will data be collected?	*None*
2f. What information will be collected from the customer/employee?	*Customers: NA* *Employee: HR Specialists enter personnel data into NFC on a continuous basis.*
3a. How will data collected from sources other than the USDA records and the customer be verified for accuracy?	*NA*
3b. How will data be checked for completeness?	*NA*

ACCESS TO THE DATA

1. Who will have access to the data in the system (Users, Managers, System Administrators, Developers, Other)?	*NRCS Managers and Human Resource (HR) Specialists*
2. How is access to the data by a user determined? Are criteria, procedures, controls, and responsibilities regarding access documented?	*NRCS Managers determine who will have access to the data. Yes, criteria, procedures, controls, and responsibilities regarding access are documented in the Workforce Planning Manual.*
3. Will users have access to all data on the system or will the user's access be restricted? Explain.	*NRCS Managers and HR will have direct access to all the data. The only restriction to these uses will be to the existing reports/queries.*

4. What controls are in place to prevent the misuse (e.g. browsing, unauthorized use) of	*The WFP Stand Alone application owner identifies very specific access privileges and authority. This is controlled by*

data by those having access?	*the WFP Custodian.*
5a. Do other systems share data or have access to data in this system? If yes, explain.	*No*
5b. Who will be responsible for protecting the privacy rights of the customers and employees affected by the interface.	*WFP Custodian*
6a. Will other agencies share data or have access to data in this system (International, Federal, State, Local, Other)?	*No other agencies have access to the WFP data.*
6b. How will the data be used by the agency?	*Data is used for workforce planning purposes. The agency will use the data to get statistical data in regards to the demographics of the agency.*
6c. Who is responsible for assuring proper use of the data?	*HR Specialist – WFP Custodian*

ATTRIBUTES OF THE DATA

1. Is the use of the data both relevant and necessary to the purpose for which the system is being designed?	*Yes*
2a. Will the system derive new data or create previously unavailable data about an individual through aggregation from the information collected?	*No, the data is from previously gathered data.*
2b. Will the new data be placed in the individual's record (customer or employee)?	*NA*
2c. Can the system make determinations about customers or employees that would not be possible without the new data?	*NA*
2d. How will the new data be verified for relevance and accuracy?	*NA*
3a. If data is being consolidated, what controls are in place to protect the data from unauthorized access or use?	*NA*
3b. If processes are being consolidated, are the proper controls remaining in place to protect the data and prevent unauthorized access? Explain.	*NA*
4a. How will the data be retrieved? Can it be retrieved by personal identifier? If yes,	*Data is retrieved by NRCS HR representatives using Netmanage Rumba from NSC by submitting a report request to*

explain.	NSC which is then submitted via a report to the LPD Print server, HR then imports the final request into the WFP application.
	Yes, Ad Hoc queries can be used to retrieve information specific to any employee within the NRCS organization.
4b. What are the potential effects on the due process rights of customers and employees of: • consolidation and linkage of files and systems; • derivation of data • accelerated information processing and decision making; • use of new technologies.	Employees have due process rights regardless of the physical structure of a particular database.

MAINTENANCE OF ADMINISTRATIVE CONTROLS

1a. Explain how the system and its use will ensure equitable treatment of customers and employees.	The system is based on agency business processes. The system is a reporting mechanism of agency personnel used for analysis purposes.
2a. If the system is operated in more than one site, how will consistent use of the system and data be maintained in all sites?	The WFP system is operated at multiple sites. Procedures and process are in place to assure continuance of operations and to assure the integrity of the system.
2b. Explain any possibility of disparate treatment of individuals or groups.	There is nothing inherent to WFP that would allow any possibility of disparate treatment.
2c. What are the retention periods of data in this system?	The data is refreshed in WFP each pay period.
2d. What are the procedures for eliminating the data at the end of the retention period? Where are the procedures documented?	Each site usually makes a copy of each pay period instance for historical purposes.
2e. While the data is retained in the system, what are the requirements for determining if the data is still sufficiently accurate, relevant, timely, and complete to ensure fairness in making determinations?	Since the data is refreshed for each pay period and is just a mirror of the USDA NFC data, no requirements were deemed necessary.
3a. Is the system using technologies in ways that the USDA has not previously employed (e.g. Caller-ID)?	No
3b. How does the use of this technology affect customer/employee privacy?	NA
4a. Will this system provide the capability to identify, locate, and monitor individuals? If	No

yes, explain.	
4b. Will this system provide the capability to identify, locate, and monitor <u>groups of people</u>? If yes, explain.	*No*
4c. What controls will be used to prevent unauthorized monitoring?	*Security controls are rigorously applied and monitored. The WFP application is in the process of undergoing a Security Certification and Accreditation process that will identify the risks to unauthorized use and implement at plan to mitigate the risks where possible.*
5a. Under which Systems of Record notice (SOR) does the system operate? Provide number and name.	*Notice of Privacy Act System of Records by Owner, Operator or Producer Files (or Volunteer / Employee Files) USDA/NRCS-1.*
5b. If the system is being modified, will the SOR require amendment or revision? Explain.	*NA*